

Spotlight





on Student Assessment and Accountability

What's New

February 19, 2015

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Space is Still Available for the Technology Coordinator Training on Michigan's Online Spring 2015 Assessments!

These sessions will cover an overview and basic installation of DRC's INSIGHT and TSM software needed for Spring 2015 M-STEP and MI-Access online testing. To register, or for more information, please click on the links below:

[Session 1 Registration](#): Monday, Feb. 23, 2015, 1:00 – 2:00 PM.

[Session 2 Registration](#): Tuesday, Feb. 24, 2015, 10:00 – 11:00 AM.

After registering, you will receive an email confirmation of your registration. Please note: trainings will not include test administration information. Training for district and building coordinators will be announced soon!



NEW! Spring 2015 M-STEP and MI-Access Training Resources Coming Soon

The Division of Accountability Services (DAS) is pleased to announce that important training resources for paper/pencil and online spring 2015 summative assessments. Training videos, administration manuals, district and building coordinator checklists, and M-STEP and MI-Access (Phase 2) Online Tools Trainings are anticipated to be available on the eDIRECT public site beginning on February 25, 2015.

These resources will be of particular interest to Technology Coordinators, District Building Coordinators, Test Administrators and

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The computer icon highlights Spotlight articles that contain information tech coordinators also need to know.

- ▶ Sign up for Spotlight at: <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Enter your email address and select Spotlight under Student Assessment.

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.

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any other school staff involved with test administration for M-STEP and MI-Access. The eDIRECT site can be found at <https://mi.drctedirect.com/>.

To learn how to access documents and training videos on the eDIRECT public site, follow the instructions at <http://tinyurl.com/AccessingDocumentseDIRECT>.

To make it easier to find resources and release dates pertaining to your test administration role, we have also published a printable Excel document on the M-STEP and MI-Access web pages that can be filtered for individual roles.

The Excel document can be found at http://www.mi.gov/documents/mde/Spring_2015_M-STEP_and_MI-Access_Training_Resources_Anticipated_Release_Dates_final_481746_7.xlsx.



What You Need to Know About eDIRECT, INSIGHT, and TSM

This year MDE will be administering the online state summative tests utilizing three systems: eDIRECT, INSIGHT, and Testing Site Manager (TSM). All Technology Coordinators, District Coordinators, and Building Coordinators will need to become familiar with these.

The information below describes the differences in the systems and how they work together for test delivery and administration, along with the MDE Secure Site.

- eDIRECT is a website that will provide both public documents, and when logged in, will provide restricted access to manage student test tickets, assign accommodations, manage test sessions, and monitor online testing status.
- INSIGHT is software that must be installed on testing devices for secure online testing. Students will take their tests in INSIGHT.

- TSM is a web-based application that provides caching and a software tool box to help you plan, configure, and manage your online testing environment that INSIGHT software interacts with.

Access to eDIRECT

All public and non-public District Administrator and School Administrator level users of the MDE Secure Site will be automatically loaded into eDIRECT as a District, Public School or Non-public School Online Technology user.

All other users requiring eDIRECT login access must be added by the District or School Administrator. **Please note that this is the only method for adding users to the eDIRECT system.** Users cannot be added manually over the phone.

Directions on how to access eDIRECT will be available Monday, February 23, 2015, on the MDE Secure Site Training web page at www.michigan.gov/securesitetraining under the Quick Reference section.

User information will begin being pulled from the Secure Site and loaded into eDIRECT beginning February 23, 2015, and will be updated in eDIRECT on a daily basis after that date.

Who Needs to Access eDIRECT?

- All users have access to the public documents section of eDIRECT as it does not require a login. Documents can be accessed at <http://mi.drctedirect.com>.
- Technology Coordinators will need login access to eDIRECT in order to download the INSIGHT testing software.
- Building Coordinators will need login access to eDIRECT in order to manage test sessions, assign accommodations, and print student test tickets.
- District Coordinators will need login access in order to monitor testing progress as well as serve as backup support for Building Coordinators.
- Test Administrators will not need login access to eDIRECT.

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INSIGHT and TSM software, as well as the Technology User Guide, will be available to Technology and Building Coordinators beginning February 25, 2015.

Grade/Subject Sample Online Item Sets Now Available

The Sample Item Sets are intended to provide students and teachers with sample test items that demonstrate the rigor of Michigan's academic content standards in mathematics and ELA.

The Sample Item Sets will be embedded in Michigan's online delivery engine so students and teachers can practice using its navigation tools and features, become familiar with the technology-enhanced items they are likely to experience in the spring, and practice ELA and mathematics test items at their grade level. This new resource differs from the Spring 2015 Preview by providing more sample test items specific to grade and content.

The Sample Item Sets are grade-specific, content-specific, and will be released on a rolling schedule that mirrors the staggered testing windows. The first phase of Sample Item Sets released will be for grades 5, 8, and 11, and will consist of one third of the total number of sample items OSA will be posting. As additional items and grades become available, OSA will communicate this information in the Spotlight.

The following Sample Item Sets are now available:

- | | |
|------------------------|-----------------|
| • Grade 5 ELA | 17 sample items |
| • Grade 5 Mathematics | 11 sample items |
| • Grade 8 ELA | 17 sample items |
| • Grade 8 Mathematics | 6 sample items |
| • Grade 11 ELA | 15 sample items |
| • Grade 11 Mathematics | 7 sample items |

The Sample Item Sets may be accessed through Google Chrome at <https://wbte.drcedirect.com/MI/portals/mi/>.

New! Supports and Accommodations Documents Now Available

A number of new Supports and Accommodations resources have been posted this week:

- **M-STEP Math Multiplication Table**

This paper-based single digit (1–9) multiplication table will be available for students who have a documented need such as a persistent calculation disability (i.e., dyscalculia) and is available for paper/pencil and online test takers in grades 4 and above. This support can be used by students with a documented need on any math item. The table can be found at http://www.mi.gov/documents/mde/M-STEP_Multiplication_Table_481398_7.pdf.

- **M-STEP, MI-Access, and WIDA Supports and Accommodations Tracking Sheet**

The purpose of this document is to help District and Building Test Coordinators to ensure that the correct Designated Supports and Accommodations will be made available for individual students at the time of testing. It is intended only for organizational purposes and is not intended to replace or usurp team level decisions or documentation of student needs on an IEP or section 504 plan. Please note that this document is also not intended to be used as part of an upload process for this information into eDIRECT or the MDE Secure Site.

This document, coupled with the Supports and Accommodations Table, will help you to know which supports to turn “On” for students in eDIRECT who are testing online. You could also use this document to mark supports and accommodations used on the paper/pencil assessment, which may only require bubbling in what was used by the student on the answer document. You will notice that supports and accommodations that must be turned “On” in

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eDIRECT for online testers are gray. Please refer to the Test Administrator Manual when it is available for more information on these steps.

The M-STEP, MI-Access, and WIDA Supports and Accommodations Tracking Sheet can be found at http://www.mi.gov/documents/mde/Supports_Tracking_481399_7.xlsx.

- **M-STEP Spring 2015 Supports and Accommodations Recorded Webinar and Support Documents**

A recording of these live webinars has been posted. Additionally, a copy of the PowerPoint is also available for educators to review. Look for a copy of the questions asked during these webinars to be posted to the M-STEP, MI-Access, and WIDA websites in the coming weeks.

The webinar and associated documents can be found at <http://mistreamnet.org/videos/3296/an-informational-guide-to-the-m-step-summative-assessments>.

Assessment Administrators will now have new scoring documents (that will replace the “tear out sheets” that used to be located in assessment administrator booklets) and will be required to record and submit student scores on the online answer document. Note: There will be no scannable answer documents for the Spring 2015 P/SI assessments.

For more information, please download this resource guide to become familiar with the new P/SI assessment administrator guidelines. The resource guide can be found at http://www.mi.gov/documents/mde/P-SI_Online_Answer_Document_-_Instructions_final_481663_7.pdf.

Also, please look for video mini-modules on P/SI scoring document directions, which may be used for staff training purposes, to be posted to the eDIRECT public site beginning mid-March. The eDIRECT public site can be accessed at <https://mi.drcedirect.com/> under the General Information menu.



NEW! MI-Access Supported Independence and Participation Online Answer Document Information

While the student experience for this year’s spring 2015 MI-Access Supported Independence (SI) and Participation (P) assessments will not change, the way Primary and Shadow Assessment Administrators submit student scores will be significantly different.

Important Dates and Reminders

Upcoming important dates, recent topics, etc.

Approaching Dates & Deadlines!

- **February 23 – 27, 2015:** ACT Test Coordinator receives secure standard time and accommodations materials.
-  **February 23, 2015:** Technology Coordinator Training on Online Spring Assessments (see page one for details).
- **February 25, 2015:** Technology Coordinator, Building Coordinator, and Test Administration Staff Training Videos and documents will be available on the following subjects on the eDIRECT secure web page.
 - Readiness check on iPad
 - INSIGHT configuration
 - Software downloads in eDIRECT
 - The M-STEP Online Tools Training (OTT)
 - Testing Site Manager (TSM) - Check for and send unsent responses on TSM, Update TSM, Ping trends and load simulators
- **February 9 – March 27, 2015:** WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window. Please refer to the Spring 2014 – 15 WIDA Schedule for more information about important WIDA ACCESS testing dates.
-  **NOW – March 6, 2015:** Action steps to prepare for the Spring 2015 Transition Readiness are located in both Word and PDF formats here:
 - [Spring 2015 M-STEP Transition Readiness Timeline](#) Word
 - [Spring 2015 M-STEP Transition Readiness Timeline](#) PDF

Note: Some may require login.

Important Dates

February 2015

- **February 2 – March 2, 2015:** Window for schools to:
 - Conduct supervised ACT pre-test sessions.
 - Conduct ACT room supervisor and proctor training.
 - Arrange to meet ACT testing requirements at school or off-site location.

March 2015

- **March 3, 2015:** Day 1 **ACT Plus Writing** Initial Test Date.
- **March 4, 2015:** Day 2 **WorkKeys** Initial Test Date.
- **March 3 – 17, 2015:** Day 1 **ACT Plus Writing** Accommodations Test Window.
- **March 4 – 18, 2015:** Day 2 **WorkKeys** Accommodations Test Window.
- **March 16 – April 15, 2015:** Anticipated date that the 1% **MI-Access** Proficiency Cap Waiver Applications will first become available in the Secure Site.
- **March 17, 2015:** **ACT Plus Writing** Makeup Test Date.
- **March 18, 2015:** **WorkKeys** Makeup Test Date.
- **March 18, 2015:** **MSDS** Spring 2015 General Collection submission deadline.
- **March 25, 2015:** **MSDS** Spring 2015 General Collection certification deadline.

Important Dates and Reminders

Upcoming important dates, recent topics, etc.

Articles in Recent Spotlights

To access the following *What's New* articles from our recent Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html.

February 12th Edition

- Recorded Session of Student Supports Webinar now Available.
- Grade/Subject Sample Online Test Items Available Week of February 16th.
- NEW! Spring 2015 M-STEP Training Video.
- 1% MI-Access Proficiency Cap Waiver Applications Available Late Winter.
- NEW! Calculator Practice Online Tools Training.
- MSDS Trouble-Free Accountability Reporting Guide Now Available.
- Not Tested Exemption in ELA for Students in U.S. for 12 Months or Less.

Recently Asked Questions

If a school is testing online but have a handful of students doing paper/pencil, do those paper/pencil students follow the paper/pencil calendar for testing or test when the other kids go to the lab for online?

All students taking the test via paper/pencil must be tested according to the statewide paper/pencil administration schedule, even if the school is administering the test online to the rest of its student population.

Can you confirm that the Classroom Activities will differ for online and paper/pencil? So again, if a school is online but have a handful of paper/pencil students will they have to do two separate Classroom Activities for each group?

The Classroom Activity for online testing and the Classroom Activity for paper/pencil testing will most likely be different. So schools testing online will most likely have a separate Classroom Activity to administer to their students who are taking the test via paper/pencil.

Is there an audio CD for Science and Social Studies? I know there is not one for ELA and Math but on the material orders section is there an option for an audio CD?

Yes, there is an audio CD available for students taking the M-STEP and MI-Access FI science or social studies test via paper/pencil who have an audio accommodation. Please note that students who require audio may test online with the text-to-speech setting for the individual student. Set up instructions will be provided.

► *Prior Recently Asked Questions can be found at http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf.*